

## Port Credit Local Advisory Panel

### TERMS OF REFERENCE

#### 1.0 Purpose of the Port Credit Local Advisory Panel:

On November 17, 2008, members of Planning and Development Committee added a third recommendation to the staff report, “*Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report*” to establish a Local Advisory Panel as outlined in Appendix 1. Consequently, a Terms of Reference was developed outlining the mandate, responsibilities, membership selection process, and panel procedures.

The Port Credit Local Advisory Panel (“Advisory Panel”) is an independent advisory body to City staff preparing the Port Credit Area Plan<sup>1</sup>. Members on the Advisory Panel will represent the broad community providing a variety of skills and knowledge to the panel.

#### 2.0 Mandate:

The Advisory Panel shall:

- Advise and assist in providing input into the proposed policies or guidelines for the Port Credit Area Plan;
- Work co-operatively in facilitating discussion and input to City staff for consideration in the decision making process; and
- Enhance the public engagement process.

#### 3.0 Scope of Work:

Discuss background information and the studies affecting the Port Credit Area Plan. Presentations of City studies and materials are to inform Advisory Panel members and to provide an opportunity for the Advisory Panels members to develop comments in the context of the Port Credit Area Plan.

Not in scope:

- It is not within the Advisory Panel mandate to approve or refuse projects or make policy decisions; and
- The Advisory Panel does not replace the engagement process for various City initiated studies.

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<sup>1</sup> The Port Credit Area Plan is a land use study to develop Official Plan policies for the Port Credit community.

## Port Credit Local Advisory Panel

### 4.0 Advisory Panel Membership:

- 4.1 The Advisory Panel in the Port Credit community shall generally be comprised of seven to ten (7-10) members having relevant knowledge, experience and skills and consisting of representatives from:
- a) Various area Ratepayers' Associations;
  - b) The Port Credit Business Improvement Association and local property owners;
  - c) Local residential community bounded generally bounded by Seneca Avenue to Rhododendron Gardens Park, and the CNR tracks to Lake Ontario (see Appendix 2); and
  - d) Special interest groups.
- 4.2 The members of the Advisory Panel shall elect from their membership (by majority vote), the following:
- A Chairperson;
  - A Vice-Chairperson; and
  - A Recording Secretary.
- 4.3 The panel members are volunteers and to be non-paid positions. No compensation shall be made to the Advisory Panel members for their participation.
- 4.4 Term: Members shall be appointed for the completion of the Port Credit Area Plan review. The duration of the Advisory Panel will continue until the adoption of the Port Credit Area Plan by City Council.

### 5.0 Selection Process:

- 5.1 The Planning and Building Department will arrange for an advertisement to be placed in newspaper(s) advising of positions available on the Advisory Panel. The notice will appear in the newspaper(s) for two consecutive weeks.
- 5.2 The panel members will be selected by City staff in consultation with the local Ward Councillor. Interviews may take place, as needed.

### 6.0 Operation of the Advisory Panel:

- 6.1 The Manager of Community Planning, Policy Planning Division will be responsible for the operation of the Advisory Panel.

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- 6.2 The Meeting Schedule is to be determined, however, Appendix 3 provides a suggested list of meetings and discussion topics. The Advisory Panel will determine the meeting dates.
- 6.3 The Chairperson shall chair all the Advisory Panel meetings.
- 6.4 The role of the Chairperson is to preside over the discussions to ensure that matters brought forward before the Advisory Panel are considered in an equitable manner.
- 6.5 In the absence of the Chairperson, the Vice-Chairperson shall chair the Advisory Panel meetings.
- 6.6 The role of the Recording Secretary is to send a reminder to Panel members of the next meeting and topic of discussion, take meeting notes, record Panel Comments, and distribute minutes of the meeting.
- 6.7 A City staff team of two (2) persons from the Policy Planning Division, Planning and Building Department will attend the meetings. City staff will suggest agenda topics and relevant studies for presentation to the Advisory Panel. Other Departmental staff representatives will attend as a resource when needed. City staff will make arrangements for an appropriate venue to hold the meeting. City staff will take comments provided by the Panel under advisement and will consider them in the preparation of final policies and recommendations made to Planning and Development Committee and City Council.
- 6.8 Individual Advisory Panel members should not be identified in the meeting notes, but specific comments can be recorded without attribution.
- 6.9 Advisory Panel members will be asked to approve the draft meeting notes at the next Advisory Panel Meeting and will have the opportunity to comment on the meeting notes at that time.
- 6.10 Meeting notes will be distributed to City staff, as necessary.
- 6.11 Advisory Panel members are responsible for bringing their own copy of the meeting agenda and meeting materials.

### **7.0 Meeting Procedure**

- 7.1 Meetings will take place in a City-owned facility.
- 7.2 Staff from the City of Mississauga or other invited guests may make a brief presentation of a major project related to the Port Credit community.
- 7.3 The Advisory Panel then reviews the presentation material, followed by a discussion on the study.

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- 7.4 With the guidance of the Chairperson, the Advisory Panel will formulate their input and/or comments for the study at the end of the Advisory Panel Meeting. The Advisory Panel input should reflect the full range of opinions and variety of comments discussed at the meeting. If the Advisory Panel feels that more information is required, the project can be deferred to a later date.
- 7.5 The City Staff Advisory Members will review the meeting notes to determine if any further action is required.
- 7.6 All meeting agendas and meeting notes will be posted on the City of Mississauga web site by City Staff.
- 7.7 Meeting agendas along with copies of the presentation material will be emailed to the Advisory Panel members and the presenter, approximately one (1) week in advance of the meeting.

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**Recommendations at Planning and Development  
Committee on November 17, 2008**

*Lakeview and Port Credit District Policies Review and  
Public Engagement Process – Directions Report*

PDC-0081-2008:

1. That the report titled “*Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report*”, dated October 28, 2008 from the Commissioner of Planning and Building, be received for information.
2. That staff review and prepare revised Lakeview and Port Credit District Policies with consideration of the Public Policy Recommendations and the Other Considerations outlined in the report titled, “*Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report*” dated October, 2008, from Brook McIlroy Inc./PACE Architects, MSAi Architects and Poulos and Chung Transportation Engineers.
3. That staff be directed to set up a Local Advisory Panel in each of the Lakeview and Port Credit areas, to facilitate discussion and input on City studies that have impact on the local community. Staff will prepare terms of reference to outline the advisory panel mandate, responsibilities, membership selection process, and panel procedures.<sup>1</sup>
4. That the letter dated November 14, 2008 from Stephen Diamond, President of Diamondcorp, providing comments with respect to the Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report, be received for information.

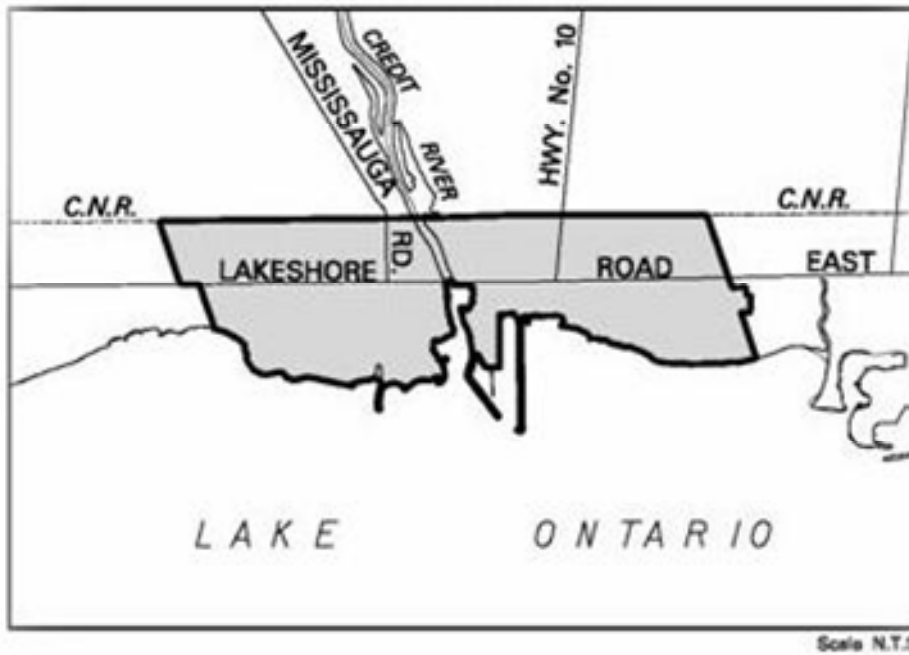
Recommendation adopted by Council at its meeting of November 26, 2008 by Resolution No. 0286-2008.

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<sup>1</sup> New recommendation added at Planning and Development Committee, November 17, 2008

Port Credit District Area Boundary

# PORT CREDIT



**Port Credit Local Advisory Panel  
Suggested Meeting Topics**

<u>Meeting:</u>	<u>Purpose:</u>
1.	Introductory Meeting (election of Chairperson, Vice-Chairperson, Recording Secretary, overview the purpose and work plan for the Local Advisory Panel).
2.	Presentation and discussion on findings from City's Growth Management Strategy and Hemson Growth Forecasts.
3.	Draft Mississauga Official Plan – proposed structure, vision and directions.
4.	Discussion on the Hurontario Main Street Study.
5.	Preliminary findings from Lakeshore Road Corridor Study (Urban Design).
6.	Preliminary findings from Lakeshore Road Functional Study.
7.	Discussion on proposed Port Credit Area Plan policies.

Note: Meeting topics are dependent upon study work programs and staff availability.